

# SPECIAL BULLETIN

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OFFICE OF TRAINING

24 August 1976

## SECRETARIAL ADMINISTRATION COURSE

### DESCRIPTION

This new course offers secretaries and administrative assistants techniques which can improve job performance. It stresses the office worker's role as problem solver, supervisor and manager of work flow. The basic objective of the course is to enhance job performance through the study of time management, problem solving, supervision and patterns of communication. Emphasis is on practical application and group discussion. The course is open to secretaries, administrative assistants and other office workers, GS-6 and GS-7. Please address questions regarding this course to [REDACTED] extension 3567; on course registration, call [REDACTED] extension 3356.

<u>DATE OF OFFERING</u>	:	STATINTL 19-21 October 1976
<u>LENGTH</u>	:	3 days, full time
<u>PLACE</u>	:	Chamber of Commerce Building
<u>FREQUENCY</u>	:	4 times per year
<u>CLASS SIZE</u>	:	Maximum of 35 students
<u>SPECIAL REQUIREMENTS/ PREREQUISITES</u>	:	Pre-course work
<u>REGISTRATION DEADLINE:</u>		Three weeks prior to the start of the course to assure distribution and completion of pre-course work.